



CAMOSUN COLLEGE
School of Arts & Science
Department of Psychology

PSYC-256-001
Introduction to Counseling
Winter 2019

COURSE OUTLINE

The course description is available on the web @ <http://camosun.ca/learn/calendar/current/web/psyc.html>

Ω Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.

1. Instructor Information

(a) Instructor	Cate Pelling, MA, R.C.C.
(b) Office hours	Wednesday 11:30 am–12:30 pm; Thursday 12:30-1:30 pm; Friday 10:30-11:30 am or by appointment
(c) Location	F308B
(d) Phone	250-370-3308 Alternative: _____
(e) E-mail	pellingc@camosun.bc.ca
(f) Website	_____

2. Intended Learning Outcomes

Upon completion of this course a student will be able to:

1. Describe and demonstrate basic and advanced communication skills.
2. Outline and evaluate theories involving counseling values, beliefs, attitudes and issues.
3. Perform a structured interview within the context of a simulated helping/counselling exercise.
4. Apply a helping model to a simulated counseling exercise.
5. Describe how the actions and thoughts of the counselor can affect the helping process.

3. Required Materials

Egan, G. and Reese, R.J. (2019). The Skilled Helper (11th Edition): A Problem Management & Opportunity Development Approach to Helping. Cengage Learning, Inc., Boston, MA

4. Course Content and Schedule

Week	Topic	Required Reading	Activities
Jan 7	Introduction		
Jan 14	The Helping Relationship	Chapters 1 & 2	
Jan 21	Listening	Chapters 3 & 4	
Jan 28	Empathy, Highlighting & Validation	Chapter 5	Quiz 1 Begin presentations
Feb 4	Prompts, Probes & Summarizing	Chapter 6	Quiz 2
Feb 11	Challenging	Chapter 7	
Feb 18	FAMILY DAY	Holiday	
Feb 25	MIDTERM (Chapters 1-7)		
Mar 4	Challenging Skills	Chapter 7	
Mar 11	Helping Clients Tell Their Story	Chapter 9	Tape session
Mar 18	Goals	Chapter 10	Project due
Mar 25	Plans	Chapter 11	Quiz 3
Apr 1	Implementation	Chapter 8	In-class assign
Apr 8	Termination	D2L Notes	
FINAL EXAM – During final exam period			

Quizzes will be held during the first 15 minutes of class in weeks 4, 5, 12

5. Basis of Student Assessment (Weighting)

(a)	Assignments	15% In class assignment: 5% Group presentation: 10%
(b)	Quizzes	15% 3 quizzes – 5% each
(c)	Exams	45% 1 midterm (20%) and 1 final (25%)
(d)	Projects	20% Project: Skill Analysis
(e)	Participation	5%

Examination and Quizzes: There are 2 examinations in this course. They are composed of short answer, fill in the blank questions, multiple-choice questions, and questions **based on class activities and exercises**. *Students who miss class will find it more difficult to answer midterm and final exam questions.* The final exam also has one long answer question.

The midterm is worth 20% of the final grade and the final exam is worth 25% of the final grade. The final exam is not cumulative.

There are three quizzes in the course. **There are no make-up quizzes. Students who miss a quiz need to communicate with the instructor before the next class.** Quizzes are based on specific chapters or the group presentations. Students are encouraged to take advantage of practice quizzes available online from the text publisher.

Assignments are due at the beginning of the class on assigned due dates. While students may send an electronic copy of an assignment or project to make an assignment deadline, **a hard copy is required for marking purposes.** Late assignments will be penalized 3% per day. Extension requests must be received 24 hours before due date.

Note: No assignments/projects will be accepted 7 days after due date without documentation to support the late submissions. *The Skill Analysis project and group presentation assignment must be typed.*

Completion of the Skill Analysis Project is a course requirement.

6. Grading System

- Standard Grading System (GPA)
- Competency Based Grading System

7. Recommended Materials to Assist Students to Succeed Throughout the Course

Because this course is a skill-based course, regular attendance is necessary to ensure successful completion of the course. Skill development is cumulative and requires regular weekly practice in order to achieve competency in basic counselling skills.

8. College Supports, Services and Policies



Immediate, Urgent, or Emergency Support

If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts @ <http://camosun.ca/about/mental-health/emergency.html> or <http://camosun.ca/services/sexual-violence/get-support.html#urgent>

College Services

Camosun offers a variety of health and academic support services, including counselling, dental, disability resource centre, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit the **STUDENT SERVICES** link on the College website at <http://camosun.ca/>

College Policies

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of College policies. Policies are available on the College website at <http://camosun.ca/about/policies/>. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Standards for Awarding Credentials, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, Student Appeals, Student Conduct, and Student Penalties and Fines.

A. GRADING SYSTEMS <http://camosun.ca/about/policies/index.html>

The following two grading systems are used at Camosun College:

1. Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

2. Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

B. Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at <http://camosun.ca/about/policies/index.html> for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.

CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.
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9. Technology Policy

No electronic devices are allowed during exams. This includes, but is not limited to, computers, electronic dictionaries, electronic translators, cell phones, and other personal electronic devices.

Use of laptops is for note taking.

Please respect the learning environment and your fellow students. All cell phones must be turned off/vibrate during class. Exceptions, for emergency purposes only, must be discussed with the instructor ahead of time.

10. Participation

- Be prepared for novel activities in a protected and supportive atmosphere.
- Be prepared also to take considerable responsibility for your own learning. You will be talking personally about your life and listening to classmates talk about their life.
- Active participation in the classroom exercises and discussions allows you to learn on an **experiential** level as well as a theoretical level - thus facilitating your ability to **apply** the learning to your personal and professional life.
- It is expected that you will participate actively, helpfully, with sensitivity, and will contribute to the safe and supportive learning environment of yourself and others. Mere attendance is not enough for this course. Many of the skills need active practice.

5% Participation mark is based on:

- attendance
- attentiveness in class
- participation in class activities
- being mindful of others and demonstrating respect for the learning environment
- effective communication skills
- being prepared for class (course reading, D2L content, case scenario exercises)

Confidentiality: Because of the nature of this course, personal information shared in class and in assignments is to be held in strictest confidence.